# Borrowing Orchestral Sets

## Who can borrow orchestral sets?

Western New York performing music organizations that will be performing in Western New York.

## What type of library card can my organization use to check out an orchestral set?

An Agency Library Card is required. One person per organization may apply for an Agency Card.

## How to apply for an Agency Library Card

- An Agency Library Card application is available at the Borrower's Services Desk as well as online at: https://www.buffalolib.org/sites/default/files/borrower/107_Agency.application.pdf .

- Proper identification is required from the individual applying for the agency card. The types of identification required are available on our website: https://www.buffalolib.org/library-cards-borrowing-information/types-library-card-accounts.

- **The second page of the application <u>must</u> be filled out by an officer of the organization who is able to write checks for the organization. It must be printed on the organization's letterhead.**

- For more information about Agency Library Cards, please contact the library at 716-858-8900.

## Where can I find an inventory of the Library's orchestral sets?

- A reference copy is available in the Grosvenor Room.
- Email grosvenorref@buffalolib.org and request a list. Staff will email you the list as an attachment.

## How to request an orchestral set

- Email - grosvenorref@buffalolib.org
- Telephone - 716-858-7120
- In person requests in the Grosvenor Room are taken, but orchestrations will not be ready on the same day. Please allow 7 business days lead-time.

When placing a request, please have the following information ready and **state that you are placing a request for an orchestration set(s)**:
- Collection name
- Call number
- Title
- Composer
- Your name and organization
- Your phone number or email

**Please allow 7 business days lead-time** between the request and pick up of sets. This will provide the required time for retrieval and record input.

## Picking up an orchestral set

- You will be contacted when request is ready for pick-up.

- Pick-up your request at the Grosvenor Room Reference Desk at the Central Library.

- At the time of pick-up, you will be required to verify by signature the orchestral set's contents and that you picked up each request.

## Checking out an orchestral set

- Check out orchestral sets at the Borrower's Services Desk with your Agency Library Card.

- The default loan period is 90 days.  If you need more time, please let Grosvenor Room staff and Borrower's Services staff know.

## Returning an orchestral set

- Orchestral sets **must be returned** to the **Central Library Borrower Services.**

## Fines and Fees

- Any orchestral sets that are returned late will be subject to late fees. Late fees are 25 cents per day per set up to a maximum of $15.

- Any account with fines $10 or greater, or with more than 15 items overdue, automatically enters a "barred" status and nothing more can be borrowed on the account until the fines are cleared.

- If parts are missing from the set(s) upon return, Grosvenor Room staff will contact you about the missing parts. The replacement fee per part is $15 ($10 for the part and a $5 processing fee). Should the missing part be found and returned to the Library, you may be refunded $10 per part (the $5 processing fee is non-refundable) upon producing the part and receipt at Borrower Services. Please **be sure to retain your receipt** for this purpose.

- If an orchestral set is lost, the cardholder will be charged a fee for the **cost to replace the set** plus a **$5.00 non-refundable processing fee**.  If the missing set should be found and returned to the Library, the card holder may be refunded the replacement fee after producing the set and receipt at Borrower Services, and verification of the complete set by Grosvenor staff. Please **be sure to retain your receipt** for this purpose.

If you have any questions about these procedures, please contact the Grosvenor Room (email grosvenorref@buffalolib.org or telephone 858-8900).